

LEAD ENTITY ADVISORY GROUP	POLICY AND PROCEDURES
LEAG Purpose Statement	<p>The Lead Entity Advisory Group (LEAG) is created to enhance the Lead Entity Program by creating a forum for exploring lead entity issues and improving the communication between lead entities and the Salmon Recovery Funding Board (SRFB), the Department of Fish and Wildlife, other state agencies and interested groups. In addition, LEAG should seek to:</p> <ul style="list-style-type: none"> • Actively advise agencies on LE issues • Promote the LE Program • Foster stronger relationships between LE, RFEGs, & other programs • Communicate all LE voices to SRFB/WDFW • Seek interchange of information among LEs
LEAG Membership	<p>LEAG is a nine member advisory group. Nominees are restricted to lead entity coordinators, citizen committee and/or technical group members (all must be associated with a recognized lead entity). Nominees must demonstrate strong lead entity involvement and reflect a mix of technical knowledge and community interests. LEAG members are recruited through a solicitation process that seeks members from the seven salmon recovery regions and establishes a diversity of lead entity coordinators, technical group members and citizen committee members. Solicitation for membership occurs as LEAG vacancies materialize. New LEAG members begin their terms on the first LEAG meeting of the new fiscal year (fiscal year begins July 1). LEAG members are representative of lead entities, but do not represent specific lead entities.</p>
Duration of Appointment	<p>LEAG members are appointed by the Director of the Washington Department of Fish and Wildlife (WDFW) for three-year terms. The Director may re-appoint a member for an additional three-year term. Members serve until reappointed or replaced.</p>
Appointment Expectations	<p>LEAG members are expected to attend regularly scheduled meetings and actively participate in a collaborative manner. Responsibilities of LEAG members include, but are not limited to, active participation in meetings, document review and feedback in a timely manner, communication with other assigned Lead Entity Coordinators, and constructive presentation of dissenting viewpoints. The Director may revoke a member's appointment for not meeting one or more of these expectations over time. The Director may revoke a member's appointment for three unexcused absences out of six consecutive meetings.</p>
Appointment of	<p>LEAG members shall elect the Chair and Vice-Chair for a one-year term.</p>

LEAG Chair and Vice-Chair	Both the Chair and Vice-Chair may be re-elected at the end of a one-year term, at the discretion of LEAG members. Elections for Chair and Vice-Chair are held on the first LEAG meeting of the new fiscal year. There must be, at minimum, a quorum present to vote and successful candidates must have five votes to be elected.
LEAG Chair Responsibilities	LEAG's Chair is responsible to preside over LEAG meetings, develop LEAG agendas (in consultation with other LEAG members and the Secretary) and oversee the development and issuance of LEAG recommendations (see "Decision-making" section below). In public settings, the Chair presents viewpoints consistent with policy and direction set by LEAG and reports back to LEAG members about the nature and content of presentations. The Chair has signatory authority for LEAG opinions and other communications and is the default representative of LEAG at SRFB meetings <u>if</u> the LEAG member that normally would present cannot attend the meeting. The Chair is by default a member of any LEAG sub-committee. Should the LEAG Chair be unavailable, the Vice-chair shall assume Chair duties.
LEAG Coordinator	The LEAG Coordinator will be a Department of Fish and Wildlife employee designated by the Director. The Coordinator shall assist in the development of LEAG agendas (working with the Chair and other LEAG members), record minutes, create summary meeting notes and coordinate meetings/activities. The Coordinator performs other duties as agreed to by LEAG and the Department, including, but not limited to drafting reports, coordinating activities, disseminating information, facilitating communication and formulating issues. Materials submitted to LEAG are directed and organized through the LEAG Coordinator.
Other Agency Staff	SRFB staff, as well as the Department of Ecology, Department of Natural Resources, the Governor's Salmon Recovery Office, Department of Transportation, Department of Agriculture and the Conservation Commission are encouraged to attend and participate in LEAG meetings and activities. SRFB requests for LEAG comments or input have a high priority in the agenda setting process.
LEAG Meeting Guests	LEAG functions are open meetings. Lead entity coordinators are encouraged to attend LEAG meetings. When appropriate (determined by the Chair), guests are encouraged to participate in discussions, but are not part of decision-making processes.
LEAG Member Per-Diem	LEAG members shall be reimbursed for travel and per-diem costs while attending LEAG related functions. Travel and per-diem reimbursement is contingent upon the availability of WDFW funds.

Decision-making	<p>A LEAG recommendation on a topic relevant to lead entity business may be requested by the WDFW, the SRFB, a LEAG member or other party. Such requests shall be in writing and submitted to the Chair and the LEAG Coordinator two weeks in advance of a LEAG meeting. The Chair, in consultation with other LEAG members and the LEAG Coordinator, shall decide whether to seek a LEAG recommendation. For major policy issues, LEAG should strive for consensus, but allow for majority/minority points of view where consensus is not attainable. For less critical issues of a programmatic nature, LEAG could consider a range of views. Finally, some issues may be deemed to be of minor importance, too contentious or too complicated. For these situations, LEAG could choose not to make a recommendation. BY emphasizing a consensus-based approach, LEAG meetings may take more time, especially when there are numerous policy issues to discuss and resolve.</p>
Agenda Issues	<p>The Chair, in consultation with LEAG members and the LEAG Coordinator, decide upon the specific agenda items for a given meeting. The LEAG Coordinator physically creates and distributes the agenda, first to the LEAG Chair and Vice-Chair for review, then to LEAG members, all Lead Entities, and other interested parties as an information service. Requests for agenda time for a particular LEAG meeting should be made two weeks in advance of the LEAG meeting. Documents requiring review prior to the LEAG meeting must be submitted to the Secretary at least two weeks (preferably three) before the meeting. LEAG agendas shall designate between action and discussion items. The LEAG Coordinator shall create summary meeting notes and distribute these to the Chair and Vice-Chair within two weeks of each meeting. The Chair and Vice-Chair shall have one week to provide comments. Summary meeting notes will then be distributed to LEAG members, all Lead Entities, and other interested parties as an information service.</p>